

Standard Form No. 75 February 1946		1. Check one: Dept'l <input checked="" type="checkbox"/> Field <input type="checkbox"/>		2. Official headquarters Washington, D. C.		3. Agency position No. N 189	
UNITED STATES CIVIL SERVICE COMMISSION POSITION DESCRIPTION		3. Reason for submission (a) This position replaces another (i. e., a change of duties in an existing position). Identify such position by title, allocation (service, series, grade), and position number		5. U. S. C. certification No.		6. Date of certification SEP 5 1952	
		(b) Other (specify) New Position		7. Date received from U. S. C.			
8. CLASSIFICATION ACTION		CLASS TITLE OF POSITION		Service	Series	Grade	INITIALS
a. Civil Service Commission							
b. Department, agency, or establishment		NOT SUBJECT TO ACTION					
c. Bureau		Accountant		OS	511	15	
d. Field office							
e. Recommended by Initiating office							
9. Organizational title of position (if any)				10. Name of employee (If vacancy, specify 1, 2, 3, or 4)			
11. Department, agency, or establishment Central Intelligence Agency				c. Third subdivision Technical Accounting Staff			
a. First subdivision Finance Office				d. Fourth subdivision			
b. Second subdivision Office of Comptroller				e. Fifth subdivision			
12. This is a complete and accurate description of the duties and responsibilities of my position				13. This is a complete and accurate description of the duties and responsibilities of this position			
(Signature of employee)				(Date)			
14. Certification by head of bureau, division, field office, or designated representative				15. This is a complete and accurate description of the duties and responsibilities of this position			
(Signature)				(Date)			
Title:				Title:			
16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)							
Duties: Serves as Chief of the Technical Accounting Staff (requiring a comprehensive knowledge of corporate, commercial and governmental fiscal and accounting practices, theories, and systems and prevailing policies and objectives of CIA) and is responsible for planning, developing, coordinating, supervising and administering a program involving the (1) formulation of current and long range accounting policies and programs involving financial control, accounting and reporting of CIA vouchered and unvouchered funds; (2) directing of procedural studies and surveys for the purpose of determining appropriate accounting techniques and methods to be applied; (3) preparation of fiscal procedure manuals including accounting, examination and reporting procedures for both vouchered and unvouchered funds; (4) installation of difficult and important fiscal and accounting systems, controls, practices and methods in field offices; (5) analysis and review of the fiscal and accounting operations of CIA accounting and fiscal offices and agents through periodic, regular and special inspections for the purpose of determining compliance with or variance from established fiscal and accounting policies, practices, and procedures; (6) devising and recommending appropriate corrective measures with respect to mal-practices, errors and inadequacies in fiscal and accounting operations; (7) serving in a consulting and advisory capacity as representative of (over)							

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the Comptroller at program policy meetings and conferences at which fiscal policy may be involved; (8) development of work measurement techniques and methods and installation of systems to control and measure production and efficiency of Fiscal and Finance personnel and equipment utilization; (9) review and analyze the operations of Fiscal and Finance Offices for purposes of determining their compliance with standards of production, the status and volume of workloads, and personnel and equipment needs; and (10) perform special duties as assigned.

Supervision Exercised

The Chief of the Technical Accounting Staff directs a group of accountants, ranging from GS-11 to grade GS-12, which will fluctuate to a degree but not necessarily in direct proportion with the expansion and contraction of the Agency programs and problems.

Supervision and Guidance Received

The Chief of the Technical Accounting Staff will report to and receives guidance from the Comptroller and Deputy Comptroller. Other guide lines are basic legislation, regulations of the Treasury Department and General Accounting Office, Agency administrative and program policy, and generally accepted corporate accounting principles and practices, but in many instances, because of the character of CIA operations, there will be no established precedents.

Mental Demands

The Chief, Technical Accounting Staff, must have outstanding abilities in the professional accounting field and must possess an unusually keen and analytical mind in order to deal effectively with the fiscal and accounting problems of CIA. In order to provide policy guidance and related procedures which are sound and acceptable, determinations require the exercise of judgment of a high order as well as comprehensive knowledge of the many and varied activities involved. He must have the ability to develop mutually satisfactory relationships with the various offices, divisions, field stations, etc. of CIA and with outside groups. He will be required to direct a large number of complex projects simultaneously, and he must have the unusual ability to direct a group of high level accountants operating with a high degree of independent action in an extremely wide range of problems.

Personal Work Contacts

Contacts are made with Assistant Directors, ^{Chief} Directors of staff offices, branches, and divisions; ^{Chief} Directors and Staff Officers of field stations and other



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